

## SCHOOL DRIVER/ MESSENGER

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for the safe operation of an automobile or small truck in the delivery of mail, supplies and equipment. The work is performed under general supervision but specific orders are given for assignments varying from the prescribed routine. Supervision over the work of others is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Picks up and delivers mail and packages from post office and/ or central office to schools;

Performs a variety of errands;

May deliver cafeteria food from main kitchen to other schools;

May pick up and deliver films and other audio-visual aids;

May collect and deposit school lunch monies;

May deliver bank deposits;

May pick up and deliver recycled items;

May perform simple clerical tasks related to deliveries;

May perform routine cleaning and/ or grounds keeping chores as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to operate a motor vehicle; ability to understand and follow simple oral and/ or written instructions; dependability; honesty; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of an appropriate New York State Driver's License.

ULSTER COUNTY  
5753 SCH DR/MSG  
Classification: Non-Competitive  
OA

Adopted: March 26, 1971  
Revised: November 29, 1983  
Revised: September 1, 1993